

11 December 1962

DD/R  
STAFF MINUTES  
11 December 1962

NRO DECLASSIFICATION/RELEASE INSTRUCTIONS ON  
FILE

Present: Scoville  
Giller

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1. Christmas Leave - Recognizing that there will be extensive use of leave during the Christmas holidays, it was suggested that each office insure that it is adequately covered during this period, and that [redacted] be furnished information on the key personnel who will be available during the period (also the telephone numbers where other key officers may be reached while on leave).

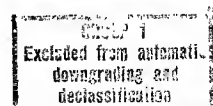
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2. There was a brief discussion of the still unsettled state of DD/R and NSG budget matters. Colonel Giller said that a meeting would be held this afternoon and that every effort is being made to resolve these budget issues as soon as possible.

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3. Personnel - [redacted] reported that the Office of Personnel is seeking to crack down firmly on a system to insure that applicants' files are reviewed and answers relative to further interest be provided within five working days. In cases where there is no interest, additional comments are to be made for guidance on further referrals of the same individual or in the selection of additional prospective candidates. This is part of an over-all tightening up of the personnel recruitment processes in an effort to bring routine cases within a ninety day maximum. Colonel Giller added that personnel policy meetings such as scheduled at 3:45 p.m., this afternoon, will be held more or less regularly, perhaps weekly for the purpose of trying to clean up pending personnel matters including

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decisions on applicants. The head of each office or some designee capable of speaking for the office will be necessary in order to take action and establish policy as appropriate.

4. Colonel Giller stated there will be a meeting tomorrow morning with OSA regarding radioactive shielding for CORONA.

5. Colonel Giller called attention to the extremely heavy schedule that Dr. Scoville is now on, particularly with his outside nuclear study committee, and that we must all make every effort to keep him free of ordinary day to day matters. Particularly, it was observed that contractors should not bypass the OADs, and that they should be brought to the DB/R only on major problems or some other special circumstance.

6. Dr. Scoville mentioned that a follow-on status report for LANYARD, CORONA, ARGON, etc., is coming out of Charyk's office. There will be no action for OSA at this time but to keep in mind the related problems and support requirements essential to these programs.

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7. Dr. Scoville asked [ ] to insure that OSA take action as appropriate to see that the [ ] proposal is properly coordinated, and that this whole proposal be followed up.

8. Dr. Scoville reported that a paper is due from him to the Director on the DOD RX proposal. Dr. Scoville will first attempt to get the RX paper out of the Pentagon after which he will get together with OSA regarding the preparation of the desired paper. The main question in point is: What is the capability of our bird to do the RX job?

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9. [ ] reported that the recent security change relative to [ ] have caused excessive delay in our communications with [ ] and that this would have to be speeded up. He has already discussed this with the Special Security staff and has taken appropriate steps to rectify this problem.

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10. [redacted] reported that we still need \$35 to complete our UCF pledge of 100% of the goal. He is most grateful for the additional assistance received from OEL and the immediate Office of the DD/R, but would appreciate help on the remaining \$35.

[redacted]  
**Executive Assistant  
Deputy Director (Research)**

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**Distribution:**

25X1A 1 - Scoville  
2 - Giller  
25X1A 3 - [redacted]  
4 - [redacted]  
5 - Miller  
25X1A 6 - Ledford  
7 - [redacted]  
8 - DD/R Subj  
9 - DD/R Chrono

DDR: [redacted] 6561:bb (11 Dec 62)

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